

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
DIVISION OF MANAGEMENT SERVICES  
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Contract Administration 2.1	EFFECTIVE DATE: 9/16/94
TITLE: Contract Supplements	REVISION DATE:
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**BACKGROUND**

A contract supplement for community aids contracts is a unilateral document requiring only the signature of the contracting division. Since local agencies are not required to sign contract supplements, they are an efficient means to increase funding to an agency when **no other contract terms are changed.**

**POLICY**

Contract supplements may be used to increase funds and/or extend the contract period to a local agency for the same purpose as originally contracted. A contract supplement may not be used to provide new money for new purposes.

**PROCEDURE**

The BFS CARS Unit will process contract supplements only when used to increase funding to an agency for the same purpose as originally contracted. The BFS CARS Unit shall review contract supplements to assure that only the funding level and/or contract period have been changed. Changes in contract period may require a change to the final report due date. No other contract terms may be changed. The BFS CARS Unit shall return contract supplements to the contract division when new money is provided for new purposes.

The contracting divisions should establish procedures to review contract supplements for compliance to this policy prior to the contract supplement being submitted to the BFS CARS Unit.

**REFERENCES**

CONTRACT ADMINISTRATION 4.0 (Standard Procedures for Developing, Issuing and Processing Aids Payments)

CONTRACT ADMINISTRATION 4.7 (Lengthening Contracts)

**CONTACT PERSON**

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